

Development Intern - Part-Time

We are currently accepting resumes for a Development internship position with our organization. The Development Intern will receive a comprehensive overview of fundraising for a non-profit performing arts organization. The position is unpaid, however includes hands-on education, one-on-one mentoring with senior staff members and assistance in receiving academic credit (if available).

Responsibilities:

Internship responsibilities include but may not be limited to:

- Perform funder and prospect research
- Assist in writing funding requests for organization
- Assist and facilitate with fundraising efforts for special events and concerts
- Assemble materials for solicitations, meetings, concerts and events
- Data entry in our database management system, Salesforce
- Be a liaison for the organization to various stakeholders including Board Members, donors, volunteers, and guests
- Provide general office support including written and electronic communication, answering phones, copying, mailing, and various other administrative tasks as assigned

Ideal Qualifications:

- Hard-working undergraduate or graduate student studying arts, music, management, development, marketing or a related field. Students pursuing a master's degree in arts administration degree preferred.
- Solid understanding of Microsoft Office (Word, Excel, PowerPoint and Outlook). Design skills coveted.
- Possess excellent organizational skills, communication and writing skills with attention to detail.
- Must be self-motivated with ability to take multi-task, take initiative, and work well under pressure in a small office environment.
- Passion for the arts and music with sense of creativity and humor.
- Occasionally available to work evenings and weekends, as needed
- Working knowledge of non-profit fundraising a plus!

We are looking to fill two positions: **The Spring Term Application Deadline is February 24th, 2017 and Summer Term Application Deadline is April 21st, 2017.** Each internship will last for 4-6 months.

Submit your resume, cover letter, and writing sample to Aidan Kranz via e-mail.

Salary: This is an unpaid position, but available for academic credit where available.